1977 Index of Articles by Author

Author	Title	Issue	Page
Appelbaum, Steven H.	The middle manager: an examination of aspirations and pessimism	January	39
Ashford, Nicholas A.	The nature and dimensions of occupational health and safety problems	August	46
Baron, Alma S. Reeves, Elton T.	How effective has affirmative action legislation been?	January	47
Berra, Robert L., AEP	What is a personnel person?	August	11
Billings, Robert E. Probandt, Felix B.	Double tax jeopardy for Americans working abroad	September	31
Briscoe, Dennis R.	Toward an individual strategy for coping with change	September	45
Burack, Elmer H., APD Mathys, Nicholas	Work, workers and career potential: possibilities for a common language	May	46
Burton, Gene E. Pathak, Dev S.	101 ways to discriminate against equal employment opportunity	August	42
Cash, William H.	Executive compensation	September	22
Coffin, Robert C.	Developing a program of executive benefits and perquisites	February	58
Curtis, H.B.	Employee participation in solving production problems	June	33
Douglass, Merrill E.	Stress and personal performance	August	60
Ellig, Bruce R., APD	Salary surveys: design to application	October	41
Erwin, Frank	The new OFCCP Guidelines: what happened?	February	30
Fritz, Roger J.	Self appraisal for results	August	26
Garrett, Robert F., APS	Preparation and presentation in arbitration	September	62
Greene, Walter E., APS	Visible management planning	January	35
Gregory, William L., APM	Employee relations defined	June	29
Hall, Francine S. Albrecht, Maryann H.	Training for EEO: what kinds and for whom?	October	25
Hall, Francine S. Meier, Susan A.	Developing managerial commitment to EEO	May	36
Hanna, John B., APD	Can the challenge of escalating benefit costs be met?	November	50
Henderson, J.A.	What the chief executive expects of the personnel function	May	40
Hoffman, W.H. Wyatt, L.L.	Human resource planning	January	19
Imberman, A.A.	NLRB elections: who wins and for how long?	September	56
Jackson, T. Michael, AEP	The personnel file — what and whose?	February	41
Jerdee, Thomas H. Calhoon, Richard P.	Training needs of first-level supervisors	October	23
Keating, R.J.	Where have all the authors gone?	June	47
Kujawa, Duane	International labor relations: trade union initiatives and management responses	February	47
Kuzmits, Frank E.	Considering an organization development program?	October	29
Leach, John	Career management: focusing on human resources	November	59
Leach, John	The career of the organization	October	34
Leach, John	The notion and nature of careers	September	49
Ledvinka, James, APD Gatewood, Robert D.	EEO issues with pre-employment inquiries	February	22
Lerner, Max	Business ethics at home and abroad	August	13

WANTED: BOOK REVIEWERS

The Personnel Administrator is considering adding a regular column of short book reviews during 1978. We'd like to know if this would be of value to you as a reader or if you would be interested in serving as a reviewer. Please send your comments (as well as your credentials if you're interested in reviewing books) to: James H. Wilkins, Jr., APD, Director of Technical Services, ASPA, 19 Church St., Berea, OH 44017.

Do you know the pros and cons of . . .
. . . compulsory arbitration, four-day workweek, job enrichment?
You would if you had been subscribing to . . .

Work Related Abstracts

Information Coordinators condenses 250 management, labor, government, professional and university publications to provide the background you need to be efficient researchers, negotiators, or administrators at the local, national, or international levels. This unique, constantly updated service saves your time and funds.

1977 subscription includes 12 monthly issues, subject heading list, and loose-leaf binder. $195.00 annually. Write for a sample issue.

Information Coordinators, Inc.
1435-37 Randolph Street
Detroit, Michigan 48226

Circle No. 335 on Reader Service Card

Levine, Edward L.	Legal aspects of reference checking for personnel selection	November	14
Locker, Arthur R.	Growing professionalism: three contributing factors	May	54
McAfee, Bruce **Green, Blake**	Selecting a performance appraisal method	June	61
Odiorne, George S.	Personnel management for the '80s	August	20
Ofsanko, Frank J., APD **Paulson, Curtis C.**	Who interviews the interviewer?	February	27
Ottemann, Robert **Chapman, J. Brad**	A viable strategy for validation: content validity	November	17
Patten, Thomas H. Jr.	Pay for performance or placation?	September	26
Pilenzo, R.C.	Compensation: the state of the art	September	11
Prien, Erich P. **Jones, Mark A.** **Miller, Louise M.**	A job related performance rating system	November	37
Raine, Ronald V.	How to get maximum value from consultants	January	30
Ralston, August	Employee alcoholism: response of the largest industrials	August	50
Ranney, Eldon H., AEP	Alternative to traditional union-management relationships	June	24
Rinefort, Foster C., APD	A new look at occupational safety	November	29
Ringler, Lewis J.	EEO agreements and consent decrees may be booby-traps!	February	16
Rosen, Benson **Jerdee, Thomas H.**	On-the-job sex bias: increasing managerial awareness	January	15
Salton, Gary J.	VARIMAT: variable format performance appraisal	June	53
Schaeffer, Robert F.	Re-evaluating "meaningless" work	January	51
Schmidt, Frank L. **Hunter, John E.**	The future of criterion-related validity studies in Title VII employment discrimination cases	September	39
Schreitmueller, Richard G.	Living with ERISA administration	May	26
Schulz, Richard	Benefit trends	September	18
Scobel, Donald	Doing away with factory blues	August	17
Seamans, Lyman H. Jr.	Establishing the human resource system data base	November	44
Skjervheim, Terry F., APD	Training: evolution of a profession	October	13
Smith, Leonard J., APD	Training and the Temple of Learning	October	20
Sparks, C. Paul	The not so uniform employee selection guidelines	February	36
Student, Kurt R.	Coping with psychological responsibility	February	43
Taylor, H. Nathaniel	Job posting update	January	45
Traynor, William J., APD	Evaluating your training and development manager	October	18
Weaver, Charles N.	What women want in a job	June	66
Weber, Rudy, AEP	1977: a year of transition	April	17
Weihrich, Heinz	MBO: Theory X and Theory Y	February	54
Werther, William B.	Management turnover implications of career mobility	February	63
Williams, Russell G., AEP	1976: the year in retrospect	April	21
Wilson, James	Thoughts on union avoidance	June	14
Wilson, Peter	The impact of public sector labor relations on the private sector	June	20
Young, Drew M., AEP	Some questions about accreditation	April	27
Zechar, Dale	Personnel odyssey 2002	August	30

1977 Index of Articles by Subject Matter

Article	Author	Issue	Page
COMPENSATION			
A roundtable on geographic factors and compensation		May	19
Benefit trends	Richard Schulz	September	18
Can the challenge of escalating benefit costs be met?	John B. Hanna, APD	November	50
Compensation: going beyond the dollar sign		September	13
Compensation: the state of the art	R.C. Pilenzo	September	11
Developing a program of executive benefits and perquisites	Robert C. Coffin	February	58
Double tax jeopardy for Americans working abroad	Robert E. Billings Felix B. Probandt	September	31
Executive compensation	William H. Cash	September	22
Pay for performance or placation?	Thomas H. Patten, Jr.	September	26
Salary surveys: design to application	Bruce R. Ellig, APD	October	41

EMPLOYMENT PRACTICES

101 ways to discriminate against equal employment opportunity	Gene E. Burton Dev S. Pathak	August	42
A viable strategy for validation: content validity	Robert Ottemann J. Brad Chapman	November	17
EEO agreements and consent decrees may be booby-traps!	Lewis J. Ringler	February	16
EEO issues with pre-employment inquiries	James Ledvinka Robert D. Gatewood	February	22
Job posting update	H. Nathaniel Taylor	January	45
Legal aspects of reference checking for personnel selection	Edward L. Levine	November	14
Personnel odyssey 2002	Dale Zechar	August	30
The future of criterion-related validity studies in Title VII employment discrimination cases	Frank L. Schmidt John E. Hunter	September	39
The new OFCCP Guidelines: what happened?	Frank Erwin	February	30
The not so uniform employee selection guidelines	C. Paul Sparks	February	36
The personnel file — what and whose?	T. Michael Jackson	February	41
Who interviews the interviewer?	Frank J. Ofsanko Curtis C. Paulson	February	27

HEALTH, SAFETY AND SECURITY

A new look at occupational safety	Foster C. Rinefort, APD	November	29
Coping with psychological responsibility	Kurt R. Student	February	43
Corporate role in fighting crime		August	58
Employee alcoholism: response of the largest industrials	August Ralston	August	50
Stress and personal performance	Merrill E. Douglass	August	60
The nature and dimensions of occupational health and safety problems	Nicholas A. Ashford	August	46
Toward an individual strategy for coping with change	Dennis R. Briscoe	September	45

TRAINING AND DEVELOPMENT

Considering an organization development program?	Frank E. Kuzmits	October	29
Developing managerial commitment to EEO	Francine S. Hall Susan A. Meier	May	36
Evaluating your training and development manager	William J. Traynor, APD	October	18
Selecting a performance appraisal method	Bruce McAfee Blake Green	June	61
Training and the Temple of Learning	Leonard J. Smith, APD	October	20
Training: evolution of a profession	Terry F. Skjervheim, APD	October	13
Training for EEO: what kinds and for whom?	Francine S. Hall Maryann H. Albrecht	October	25
Training needs of first-level supervisors	Thomas H. Jerdee Richard P. Calhoon	October	23
VARIMAT: variable format performance appraisal	Gary J. Salton	June	53
What women want in a job	Charles N. Weaver	June	66

EMPLOYEE AND LABOR RELATIONS

A job related performance rating system	Erich P. Prien Mark A. Jones Louise M. Miller	November	37
Doing away with factory blues	Donald Scobel	August	17
Employee participation in solving production problems	H.B. Curtis	June	33
Employee relations defined	William L. Gregory, APM	June	29
How effective has affirmative action legislation been?	Alma S. Baron Elton T. Reeves	January	47
International labor relations: trade union initiatives and management responses	Duane Kujawa	February	47
NLRB elections: who wins and for how long?	A.A. Imberman	September	56
Preparation and presentation in arbitration	Robert F. Garrett	September	62
Alternative to traditional union-management relationships	Eldon H. Ranney, AEP	June	24
Re-evaluating "meaningless" work	Robert F. Schaeffer	January	51
Where have all the authors gone?	R.J. Keating	June	47
Thoughts on union avoidance	James Wilson	June	14
The impact of public sector labor relations on the private sector	Peter Wilson	June	20

HUMAN RESOURCE MANAGEMENT

Business ethics at home and abroad	Max Lerner	August	13

Career management: focusing on human resources	John Leach	November	59
Growing professionalism: three contributing factors	Arthur R. Locker	May	54
How to get maximum value from consultants	Ronald V. Raine	January	30
Human resource planning	W.H. Hoffman L.L. Wyatt	January	19
Living with ERISA administration	Richard G. Schreitmueller	May	26
Management turnover implications of career mobility	William B. Werther, Jr.	February	63
MBO: Theory X and Theory Y	Heinz Weihrich	February	54
On-the-job sex bias: increasing managerial awareness	Benson Rosen Thomas H. Jerdee	January	15
Personnel management for the '80s	George S. Odiorne	August	20
Self appraisal for results	Roger J. Fritz	August	26
Some questions about accreditation	Drew M. Young, AEP	April	27
The career of the organization	John Leach	October	34
The middle manager: an examination of aspirations and pessimism	Steven H. Appelbaum	January	39
The notion and nature of careers	John Leach	September	49
Visible management planning	Walter E. Greene	January	35
What is a personnel person?	Robert L. Berra	August	11
What the chief executive expects of the personnel function	J.A. Henderson	May	40
Work, workers and career potential: possibilities for a common language	Elmer H. Burack, APD Nicholas Mathys	May	46

ASPA

1976: the year in retrospect	Russell G. Williams, AEP	April	21
1977: a year of transition	Rudy Weber, AEP	April	17
Committees: they work for ASPA		April	30
Ongoing seminar review		April	43
Rudy Weber: examining the future		January	24
Washington services		April	40

Classified

PERSONNEL GENERALISTS

Your background plus our Human Resource Management Systems equal a high income career opportunity.

We are seeking people who are ready to turn their knowledge of personnel administration into an exciting and financially rewarding career in the forefront of Human Resource Management.

POSITION: REGIONAL MARKETING MANAGER

PRODUCT: The most flexible and up-to-date series of Human Resource Management systems available.

SUPPORT: Excellent technical and sales support provided by our HRM systems consultants and senior analysts.

LOCATION: West Coast (1), Mid-West (2)

QUALIFICATIONS: At least three years as personnel generalist, with some knowledge of EDP, ERISA and EEO. Sales experience or aptitude very helpful.

COMPENSATION: $30,000 to $40,000 range, based on high sales, bonuses, and extremely high product demand. Excellent and complete benefit program also provided.

If you think you qualify and are ready to take advantage of the boom in the HRM systems areas, send your resume in complete confidence to:

DIRECTOR OF CORPORATE MARKETING
Benefacts Inc.
300 E. Joppa Road
Baltimore, Maryland 21204

Benefacts®

PERSONNEL MANAGER

This is a newly created position with a rapidly expanding division of a Fortune 500 company located in the Midwest. Position offers ground-floor opportunity to establish operating policies and procedures. Report to Vice President.

$18-20,000. Call Dale Hagan 219/482-1511

TECHNICAL RECRUITER

Due to astounding expansion, international leader is adding recruiting depth to personnel staff. 50% of time spent attracting and selecting new technical employees, remaining efforts devoted to upgrading personnel practices and policies. Light travel.

$18-22,000. Call Jim Thomas 219/482-1511

SNELLING & SNELLING
1415 Directors Row
Ft. Wayne, Indiana 46808
A Licensed Employment Agency

PERSONNEL OPPORTUNITIES

Richard Gast & Associates are personnel professionals specializing in recruitment for Fortune 500, Midwest based corporations. Current personnel positions include Corporate Recruiting, Manpower Planning, Plant Employment, Safety Management, Industrial/Labor Relations, and Training Management. These are challenging opportunities for those with a degree and at least 2 years of experience in given field.

Corporate Recruiting Specialists are available to assist you with all types of recruiting concerns: Personnel — Dick Gast; Administrative/EDP — Mary K. Fruga; and Technical/Engineering-Bob Ehrhardt. We work nationally with affiliate offices to assist both applicants and employers in all aspects of the professional employment process.

CALL (414) 258-2029

Richard Gast & Assoc.
2421 N. Mayfair Rd., Suite 216,
Milwaukee, Wis. 53226
Licensed Employment Agency
An Equal Opportunity Employer M/F